



**JSNA Commissioning Group**



**Action Notes**

**Monday 23<sup>rd</sup> September 2013**

**Attendees**

**Chair**

Chris Lewington (CL)

Strategic Commissioning, WCC

**Warwickshire County Council**

Andy Davis (AD)

Observatory

Cornelia Heaney (CH)

**Guest:** CSE Project Sponsor

Jenny Butlin-Moran (JBM)

Safeguarding

Jo Davies (JD)

**Guest:** LAC Parenting Project Sponsor

Simon Tidd (ST)

Strategic Commissioning

Rachel Robinson (RR)

Public Health

Victoria Jones (VJ)

Warks' Children and Voluntary Youth Services (WCVYS)

**Partner Organisations**

Belinda Dooley (BD)

NHS Arden Commissioning Support Intelligence

Deb Saunders (DS)

Warwickshire Healthwatch

Gary Hammersley (GH)

South Warwickshire Clinical Commissioning Group

Paul Roberts (PR)

North Warwickshire Borough Housing

**Regrets**

**Warwickshire County Council**

Becky Hale (BH)

Strategic Commissioning

Dan Green (DG)

Localities & Partnerships

Gareth Wrench (GW)

Public Health (Observatory)

Kate Harker (KHa)

Strategic Commissioning

Peter Hatcher (PH)

Early Intervention

Peter Lister (PL)

Strategic Commissioning

Rob Wilkes (RW)

Strategic Commissioning

**Partner Organisations**

Helen Bunter (HB)

NHS Arden Commissioning Support CCGs

Jill O'Hagan (JO)

Coventry & Rugby Clinical Commissioning Group

Kevin Hollis (KHo)

Nuneaton & Bedworth Leisure Trust

Lesley Tregear (LT)

Nick Cadd (NC)

Stratford District Housing as Heads of Housing

Paul Tolley (PT)

Warwickshire Community & Voluntary Action (WCAVA)

**Item 2 – Action notes and logs from 17<sup>th</sup> July 2013**

These were both agreed as true records of the 17<sup>th</sup> July 2013 meeting, with no amendments. The action log was updated for 23<sup>rd</sup> September 2013 and forms Annex A to this document.

**Commissioning Group Decisions**

- Actions now marked as 'Complete': 21, 45, 51, 57, 60, 61, 63, 64, 71, 72, 73 and 74.
- The following actions remain open and have been updated, where relevant: 46, 58, 59, 62, 65, 66, 67, 68, 69 and 701.
- The following action is no longer extant but was not completed. This has been 'Closed' and new actions have been created or decisions noted: 56.
- The following actions are now **overdue**: 46, 58, 59 and 62.

### Item 3 – Proposed Project Prioritisation and Approval

ST presented the two projects' briefs and prioritisation scores, scoped and prioritised by the JSNA working Group to date, for review and approval. The project sponsors for both projects were present to answer any queries.

<b>Commissioning Group Decisions</b> <ul style="list-style-type: none"> <li>The <i>Delaying Parenthood in Looked After Children (LAC) project</i> was approved for inclusion in the work programme and its priority amended to 23.</li> <li>The <i>Child Sexual Exploitation in Warwickshire project</i> was approved for inclusion in the work programme and its priority agreed, unchanged, at 23.</li> </ul>	
<b>Actions:</b> <ul style="list-style-type: none"> <li>☆ 77: Obtain the data brought by Jo Davies on LAC Parenting and sexual health, electronically by 13/11/13.</li> <li>☆ 78: Arrange meetings between project sponsors, RR and ST to discuss project resourcing and initiation by 27/09/13.</li> <li>☆ 79: Put the <i>Delaying Parenthood in Looked After Children (LAC) project</i> into the Research Governance process by 13/11/13.</li> <li>☆ 80: Put the <i>Child Sexual Exploitation in Warwickshire project</i> into the Research Governance process by 13/11/13.</li> <li>☆ 81: Amend the <i>Child Sexual Exploitation in Warwickshire project</i> Brief to include mention of LAC by 13/11/13.</li> </ul>	<p>ST</p> <p>ST</p> <p>ST</p> <p>ST</p> <p>ST</p>

### Item 4 – Data Integration

AD described the activity currently underway, consisting of a consultation with Commissioners, led by Rob Mantell to ascertain their self-service data requirements and preferences; and the development of a Dementia LIS report as a 'proof of concept'. All activity has a GREEN status.

<b>Actions:</b> <ul style="list-style-type: none"> <li>☆ 82: Check that they have received and completed the Data Visualisation Consultation Survey by 31/10/13.</li> <li>☆ 83: Send the Data Visualisation Consultation Survey to Sue Price by 27/09/13.</li> <li>☆ 84: Resend email for the Data Visualisation Consultation Survey to BD, GH, CL, PR and RR by 27/09/13.</li> </ul>	<p>All Members</p> <p>ST</p> <p>ST</p>
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### Item 5 – HWB Community Engagement

ST presented the paper written by Rita Ansell on Health and Wellbeing Board Engagement. DS described the Engagement charter/agreement Healthwatch are bringing to the HWB.

<b>Commissioning Group Decisions</b> <ul style="list-style-type: none"> <li>The Group agreed to review the 8 principles contained within the Healthwatch paper with a view to including them as part of our JSNA project requirements</li> </ul>	
<b>Actions:</b> <ul style="list-style-type: none"> <li>☆ 85: Send Healthwatch Engagement Paper and principles to the JSNA Comm Gp by 04/10/13.</li> <li>☆ 86: Review the principles for their applicability in conducting Needs Assessment research by 13/11/13.</li> <li>☆ 87: Discuss WCC corporate consultation arrangements and the applicability of the principles in that context by 13/11/13.</li> <li>☆ 88: Include reviewed principles in project documentation templates, including a method for one to describe why engagement will not occur as part of a given project by 13/11/13.</li> </ul>	<p>DS</p> <p>Rita Ansell CL/AD</p> <p>ST</p>

**Item 6 – Work Programme**

ST outlined the current JSNA programme of work and the status of projects he is managing:

- *CAMHS Needs Assessment* – In sign off stage.
- *Autism Needs Assessment* – In sign off stage.
- *Learning Disabilities Needs Assessment* – In delivery stages; status: **AMBER** due it being forecast to finish later than initially planned due to the extension of the Autism project.
- *Impact of the Welfare Reforms Assessment* – Unknown, managed by GW.
- *Data Integration work stream* – The Work-Streams are covered separately. Status: **GREEN**.
- *Communications work stream* – The Work-Streams are covered separately. Status: **AMBER**.
- *Delaying Parenthood in Looked After Children (LAC) project* – In initiation stage. Status **AMBER** as currently there are no resources allocated to it.
- *Child Sexual Exploitation in Warwickshire project* – In initiation stage. Status **AMBER** as currently there are no resources allocated to it.

**Commissioning Group Decisions**

- The first, early drafts of all project products are to go to the Comm Gp for review at the earliest opportunity for review and comment to avoid numerous lengthy reiterations later.
- The final draft of all project products is to be reviewed and approved by the Comm Gp before publication under the JSNA in addition to any project approvals they may have.
- After approval, the final products of any JSNA products are to be distributed across the mailing list used for the JSNA Annual Update, maintained by Jack Linstead.
- RR will take any approved projects to PH for consideration for trainee PH consultant resourcing.
- GW is to ensure he includes information from housing partners in the *Impact of the Welfare Reforms Assessment*.

**Actions:**

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|---|----|
| ☆ 89: Take the <i>Delaying Parenthood in Looked After Children (LAC) project</i> and the <i>Child Sexual Exploitation in Warwickshire project</i> for consideration for trainee PH consultant resourcing by 13/11/13. | RR |
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**Item 7 – Website and Communications**

ST outlined the difficulties currently being faced in the work on Health and Wellbeing related web platforms. RR outlined concerns at the length of time the site had been down and its current look.

**Actions:**

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| ☆ 90: Put the new site up with all JSNA content, without completed Health and Wellbeing Board elements by ASAP. | ST |
| ☆ 91: Speak to Jayne and Jack in Communications to progress Health and Wellbeing Board content by 13/11/13.     | CL |
| ☆ 92: Add a display of the website to the next Comm Group Meeting Agenda by 13/11/13.                           | ST |

**Item 8 – Any Other Business**

**Actions:**

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| ☆ 93: Add a review of the year and work so far to the next Comm Group Meeting Agenda. Include the Comm Gp Membership in that item by 13/11/13 | ST |
| ☆ 94: Add agreement on next years' meeting dates to the next Comm Group Meeting Agenda by 13/11/13  | ST |

**Item 9 – Date of Next Meeting: 10am – 11.30am, Wednesday 13th November 2013, Northgate House Conference Centre, 1st Floor, Meeting Room 5**